

DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 NINTH STREET, Room 340, MS 3-24
SACRAMENTO, CA 95814
TDD 654-2054 (For the Hearing Impaired)
(916) 654-2716



April 21, 2011

Michael Danneker, Director
Westside Regional Center
5901 Green Valley Circle, Suite 320
Culver City, CA 90230-6953

Dear Mr. Danneker:

The purpose of this letter is to convey the results of the record review conducted by the Department of Developmental Services' (DDS) Early Start program staff in collaboration with staff from your Early Start program. This review, which took place over three days, August 18-20, 2010, at Westside Regional Center (WRC), was conducted to ensure that California meets Part C of the Individuals with Disabilities Education Act (IDEA) requirements. IDEA requires DDS to monitor agencies receiving federal Part C funds.

We appreciate the participation and cooperation of your staff with this review. The WRC Early Start manager and team members made themselves readily available to clarify procedures and answer any of our questions during the review. The records reflected a strong commitment from WRC in providing services to toddlers and infants receiving Early Start services.

A detailed Early Start Record Review Report of findings is enclosed. Please review the results with your Early Start staff. The federal Office of Special Education Programs (OSEP) and the California State Performance Plan requires that correction and verification of non-compliance findings be made within one year from the date of receipt of this letter. For future reviews, 100 percent compliance is required for all items audited. WRC is required to submit a plan of correction addressing the areas of non-compliance to DDS within 30 days from receipt of this letter. The following are examples of appropriate corrective actions you may choose to incorporate:

1. Develop and provide new written procedures or forms to DDS;
2. Conduct staff training(s) and submit documentation of the training(s) to DDS;
3. Accessing the personnel development scholarships and training grants (information is available at www.wested.org/cs/cpei); and
4. Any other actions that you would find beneficial in addressing areas of non-compliance.

"Building Partnerships, Supporting Choices"

Mike Danneker, Director
April 21, 2011
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As part of this visit, DDS also conducted a verification visit for the previous report dated October 26, 2007, and reported to the OSEP in the 2007 Annual Performance Report (APR). The findings listed below have been out of compliance for three years. These findings need to be corrected to 100 percent as soon as possible. DDS will meet with WRC on a quarterly basis to discuss the steps WRC will take to ensure clearance of these findings:

1. Initial Individualized Family Service Plan (IFSP) developed within 45 days of the initial referral.
2. Written notice of initial IFSP meeting provided to family in a timely manner.
3. IFSP includes present levels of development in all five domains including hearing and vision.

Thank you for your cooperation during our visit to your Early Start program. If you have any questions or would like to request technical assistance, please contact Erin Paulsen, DDS, Early Start Local Support Assistant Chief, at (916) 654-2977, or by email at erin.paulsen@dds.ca.gov.

Sincerely,

Original signed by Julia Mullen

JULIA MULLEN, Deputy Director
Community Services and Supports Division

Enclosure

cc: Cesar Garcia, WRC
Rita Walker, DDS
Rick Ingraham, DDS

Early Start Record Review Report

Regional Center (RC): <u>Westside Regional Center (WRC)</u>	Date of Record Review <u>August 18 – 20, 2010</u>	Department of Developmental Services (DDS) Early Start Liaison <u>Michele Donahue</u>		
<table><tr><td>Participants in Review: Michele Donahue, DDS Erin Paulsen, DDS Bev Ching, Inland RC, Clinical Services Manager Nina Garrett, San Diego RC, Assoc. Director, Case Management Services Cesar Garcia, WRC, Early Start Program Manager Debra Ray, WRC, Director of Client Services</td><td>Total number of records reviewed: 45 Non-transition records reviewed: 28 Transition records reviewed: 17</td></tr></table>			Participants in Review: Michele Donahue, DDS Erin Paulsen, DDS Bev Ching, Inland RC, Clinical Services Manager Nina Garrett, San Diego RC, Assoc. Director, Case Management Services Cesar Garcia, WRC, Early Start Program Manager Debra Ray, WRC, Director of Client Services	Total number of records reviewed: 45 Non-transition records reviewed: 28 Transition records reviewed: 17
Participants in Review: Michele Donahue, DDS Erin Paulsen, DDS Bev Ching, Inland RC, Clinical Services Manager Nina Garrett, San Diego RC, Assoc. Director, Case Management Services Cesar Garcia, WRC, Early Start Program Manager Debra Ray, WRC, Director of Client Services	Total number of records reviewed: 45 Non-transition records reviewed: 28 Transition records reviewed: 17			

Early Start Record Review Report

Early Start Regulations	Review Results	Comments	Items of non-compliance from revised report dated: October 26, 2007
The following items were found to be 100% in compliance with state and federal regulation. No follow up is required on these items:			
1. Initial Referral The RC or Local Education Agency (LEA) that receives an oral or written referral for early intervention services shall ensure that: <ul style="list-style-type: none"> The date of the referral is documented in the infant's or toddler's record. 17 CCR 52060(a) 34 CFR 303.321(d) & (e)	<u>28</u> of <u>28</u> records, or <u>100</u> %, met the requirements of this standard.		
<ul style="list-style-type: none"> A service coordinator is assigned pursuant to Section 52120 of these regulations. 17 CCR 52060(b) 34 CFR 303.321(e)(1)	<u>28</u> of <u>28</u> records, or <u>100</u> %, met the requirements of this standard.		
<ul style="list-style-type: none"> The RC or LEA that receives an oral or written referral for early intervention services shall ensure that: <ul style="list-style-type: none"> ➤ Written notice is provided and consent is requested pursuant to Section 	<u>28</u> of <u>28</u> records, or <u>100</u> %, met the requirements of this standard.		

Early Start Record Review Report

Early Start Regulations	Review Results	Comments	Items of non-compliance from revised report dated: October 26, 2007
<p>52161 and 52162 of these regulations. 17 CCR 52060(c) & 52161 34 CFR 303.403</p>			
<ul style="list-style-type: none"> The notice shall be in sufficient detail to inform the parent about: <ul style="list-style-type: none"> ➤ All procedural safeguards (parental rights) that are available under Title 34 Code of Federal Regulations, Sections 303.400 through 303.460. <p>17 CCR 52161(b)(3) 34 CFR 303.403(b)</p>	<p><u>28</u> of <u>28</u> records, or <u>100</u>%, met the requirements of this standard.</p>	<p>This item was reviewed for compliance as part of the desk audit and was found to meet the requirements of this standard.</p>	<p>This item reflects an improvement from 9% to 100%. DDS considers this item cleared. No follow up is required.</p>
<p>2. Family Resource Center Referral With parental consent, a referral shall be made to the local family resource center or network. Government Code 95020(c)</p>	<p><u>28</u> of <u>28</u> records, or <u>100</u>%, met the requirements of this standard.</p>	<p>This item was reviewed for compliance as part of the desk audit and was found to meet the requirements of this standard.</p>	
<p>3. Parent Request for an Extension At the parent's signed request, RCs or LEAs may extend the</p>	<p><input checked="" type="checkbox"/> No records in this sample required the use of parent extension.</p>		

Early Start Record Review Report

Early Start Regulations	Review Results	Comments	Items of non-compliance from revised report dated: October 26, 2007
<p>45-day time line for completion of evaluation and assessment.</p> <ul style="list-style-type: none"> The request for an extension shall be documented in the infant's or toddler's record. <p>17 CCR 52086(d) 34 CFR 303.322</p>			
<p>4. Initial Evaluation for Eligibility Determination</p> <p>Evaluation to determine eligibility shall be based on informed clinical opinion and include: (1) A review of pertinent records related to the infant or toddler's health status and medical history provided by qualified health professionals who have evaluated or assessed the infant or toddler; (2) Information obtained from parental observation and report; and, (3) Evaluation by qualified personnel of the infant's or toddler's level of functioning in each of the following areas: (A) Cognitive development; (B) Physical and motor development, including vision and hearing; (C) Communication development; (D) Social or</p>	<p><u>28</u> of <u>28</u> records, or <u>100</u>%, met the requirements of this standard.</p>		

Early Start Record Review Report

Early Start Regulations	Review Results	Comments	Items of non-compliance from revised report dated: October 26, 2007
<p>emotional development; and, (E) Adaptive development.</p> <ul style="list-style-type: none"> ➤ No single procedure shall be used as the sole criterion for determining an infant's or toddler's eligibility. <p>17 CCR 52082(b) & (c) 34 CFR 303.322(a), (b) & (c)</p>			
<p>5. Review of Records Related to a Child's Health Status and Medical History</p> <p>Evaluation to determine eligibility shall be based on informed clinical opinion and include a review of pertinent records related to the infant or toddler's health status and medical history by qualified health professionals who have evaluated or assessed the infant or toddler.</p> <p>17 CCR 52082(b)(1) 34 CFR 303.322(c)(3)(i)</p>	<p><u>28</u> of <u>28</u> records, or <u>100</u>%, met the requirements of this standard.</p>	<p>The policies and procedures for this item were reviewed and found to meet the requirements of this standard.</p>	<p>This item reflects an improvement from 83% to 100%. DDS considers this item cleared. No follow up is required.</p>
<p>6. Initial Assessment for Service Planning</p> <ul style="list-style-type: none"> • The initial assessment for eligibility for each infant or toddler shall be completed within 45 days of the date that the RC or LEA received 	<p><u>28</u> of <u>28</u> records, or <u>100</u>%, met the requirements of this standard.</p>		<p>This item reflects an improvement from 91% to 100%. DDS considers this item cleared. No follow up is required.</p>

Early Start Record Review Report

Early Start Regulations	Review Results	Comments	Items of non-compliance from revised report dated: October 26, 2007
<p>the referral.</p> <p>17 CCR 52086(a) 34 CFR 303.322(e)(1) 34 CFR 303.321(e)(2) 34 CFR 303.322(c)(3)(ii)</p>			
<ul style="list-style-type: none"> Assessment for service planning for eligible infants or toddlers shall identify all of the following: <ul style="list-style-type: none"> ➤ The infant's or toddler's unique strengths and needs in each of the five areas specified in Section 52082(b)(3). <p>17 CCR 52084(a)(1) 34 CFR 303.322(b)(2)(i)</p>	<p><u>28</u> of <u>28</u> records, or <u>100</u>%, met the requirements of this standard.</p>		
<ul style="list-style-type: none"> Assessment for service planning for eligible infants or toddlers shall identify all of the following: <ul style="list-style-type: none"> ➤ Early intervention and other services appropriate to meet the needs identified in Title 17 CCR 52084(a). <p>17 CCR 52084(a)(2) 34 CFR 303.322(b)(2)(i)</p>	<p><u>28</u> of <u>28</u> records, or <u>100</u>%, met the requirements of this standard.</p>		
<ul style="list-style-type: none"> The family assessment shall: 	<p><u>28</u> of <u>28</u> records, or <u>100</u>%, met the</p>		

Early Start Record Review Report

Early Start Regulations	Review Results	Comments	Items of non-compliance from revised report dated: October 26, 2007
<p>➤ Be based on information provided by the family through a personal interview.</p> <p>17 CCR 52084(d)(2) 34 CFR 303.322(d)(3)(ii)</p>	<p>requirements of this standard.</p>		
<p>7. IFSP Requirements Each initial IFSP meeting and each annual IFSP meeting shall include the following participants:</p> <p>➤ The service coordinator who has been working with the family since the initial referral of the infant or toddler or who has been designated by the RC or LEA to be responsible for implementation of the IFSP.</p> <p>17 CCR 52104(a)(2) 34 CFR 303.343(a)(1)(iv)</p>	<p><u>Initial IFSP</u> 28 of 28 records, or 100%, met the requirements of this standard.</p> <p><u>Annual IFSP</u> 10 of 10 records, or 100%, met the requirements of this standard.</p>		

Early Start Record Review Report

Early Start Regulations	Review Results	Comments	Items of non-compliance from revised report dated: October 26, 2007
<ul style="list-style-type: none"> Each initial IFSP meeting and each annual IFSP meeting shall include the following participants: <ul style="list-style-type: none"> ➤ The person(s) who conducted the evaluations or assessments. <p>17 CCR 52104(a)(3) 34 CFR 303.343(a)(1)(v)</p>	<p><u>Initial IFSP</u> 28 of 28 records, or 100%, met the requirements of this standard.</p> <p><u>Annual IFSP</u> 10 of 10 records, or 100%, met the requirements of this standard.</p>		
<p>8. Notice of IFSP Meeting</p> <ul style="list-style-type: none"> Written notice shall be provided in the language of the parent's choice. <p>17 CCR 52161(c)(2) 34 CFR 303.403(c)</p>	<p><u>Initial IFSP</u> 28 of 28 records, or 100%, met the requirements of this standard.</p> <p><u>Periodic Review</u> 13 of 13 records, or 100%, met the requirements of this standard.</p> <p><u>Annual IFSP</u> 10 of 10 records, or 100%, met the requirements of this standard.</p>		

Early Start Record Review Report

Early Start Regulations	Review Results	Comments	Items of non-compliance from revised report dated: October 26, 2007
<p>9. Initial Notice of Confidentiality</p> <ul style="list-style-type: none"> Prior to the initial evaluation and assessment to determine eligibility and annually thereafter, service coordinators shall give written notice to the parent. <p>17 CCR 52160 34 CFR 303.460</p>	<p><u>28</u> of <u>28</u> records, or <u>100</u>%, met the requirements of this standard.</p>	<p>This item was reviewed for compliance as part of the desk audit and was found to meet the requirements of this standard.</p>	<p>This item reflects an improvement from 74% to 100%. DDS considers this item cleared. No follow up is required.</p>
<ul style="list-style-type: none"> Initial and annual notice shall include: <ul style="list-style-type: none"> ➤ The personally identifiable information maintained by the RC or LEA; ➤ The types of information used in the evaluation, assessment and IFSP development; and ➤ The methods that RCs and LEAs use to protect the confidentiality of personally identifiable information. <p>17 CCR 52160 34 CFR 303.460</p>	<p><u>28</u> of <u>28</u> records, or <u>100</u>%, met the requirements of this standard.</p>	<p>This item was reviewed for compliance as part of the desk audit and was found to meet the requirements of this standard.</p>	

Early Start Record Review Report

Early Start Regulations	Review Results	Comments	Items of non-compliance from revised report dated: October 26, 2007
<p>10. Consent The service coordinator shall obtain written parental consent before:</p> <ul style="list-style-type: none"> • Early intervention services are initiated. <p>17 CCR 52162(a)(2) 34 CFR 303.404(a)(2)</p>	<p><u>Initial IFSP</u> <u>28</u> of <u>28</u> records, or <u>100</u>%, met the requirements of this standard.</p> <p><u>Periodic Review</u> <u>10</u> of <u>10</u> records, or <u>100</u>%, met the requirements of this standard.</p> <p><u>Annual IFSP</u> <u>10</u> of <u>10</u> records, or <u>100</u>%, met the requirements of this standard.</p>		
<p>11. The RCs and LEAs shall not place an infant or toddler on a waiting list for early intervention services required by the IFSP.</p> <p>17 CCR 52106(f)(1) 34 CFR 303.344(f)(1)</p>	<p><u>28</u> of <u>28</u> records, or <u>100</u>%, met the requirements of this standard.</p>		
<p>12. Content of IFSP The IFSP shall include:</p> <ul style="list-style-type: none"> • With the agreement of the parent, a statement of the family's resources, priorities, and concerns related to enhancing the development of the infant or toddler. <p>17 CCR 52106(b)(1) 34 CFR 303.344(b)</p>	<p><u>28</u> of <u>28</u> records, or <u>100</u>%, met the requirements of this standard.</p>		

Early Start Record Review Report

Early Start Regulations	Review Results	Comments	Items of non-compliance from revised report dated: October 26, 2007
<ul style="list-style-type: none"> Developmental outcomes shall be based on the identified needs of the infant or toddler and family pursuant to assessment. 17 CCR 52106(b)(4)(6) 34 CFR 303.344(c)	<u>28</u> of <u>28</u> records, or <u>100%</u> , met the requirements of this standard.		
<ul style="list-style-type: none"> Statements of the specific early intervention services necessary to meet the unique needs of the infant or toddler and the family to achieve the outcomes. 17 CCR 52106(b)(6) 34 CFR 303.344(d)	<u>28</u> of <u>28</u> records, or <u>100%</u> , met the requirements of this standard.		This item reflects an improvement from 96% to 100%. DDS considers this item cleared. No follow up is required.
<ul style="list-style-type: none"> A statement of the developmental outcomes expected for the infant or toddler and the criteria, procedures, and time lines used to determine the degree to which progress toward achieving outcomes is being made. 17 CCR 52106(b)(4) 34 CFR 303.344(c)	<u>28</u> of <u>28</u> records, or <u>100%</u> , met the requirements of this standard.		

Early Start Record Review Report

Early Start Regulations	Review Results	Comments	Items of non-compliance from revised report dated: October 26, 2007
<p>➤ The projected date for initiation of each service.</p> <p>17 CCR 52106(b)(6)(c) 34 CFR 303.344(f)(1)</p>	<p>28 of 28 records, or 100%, met the requirements of this standard.</p>		
<p>➤ The anticipated duration of the services.</p> <p>17 CCR 52106(b)(6)(D) 34 CFR 303.344(f)(2)</p>	<p>28 of 28 records, or 100%, met the requirements of this standard.</p>		
<p>13. Identification of Service Coordinator Responsibilities The IFSP shall, to the extent appropriate, include the steps and time lines for the service coordinator to assist the family to secure those [non- required] services through public and private sources.</p> <p>17 CCR 52108(a)(3)(B) 34 CFR 303.522</p>	<p>28 of 28 records, or 100%, met the requirements of this standard.</p>		
<p>14. Periodic Review</p> <ul style="list-style-type: none"> • Each periodic review of the IFSP shall include: <ul style="list-style-type: none"> ➤ The parent; ➤ The service coordinator; ➤ Service providers as appropriate. <p>17 CCR 52104(d)(1)(2)(3) 34 CFR 303.343(b)</p>	<p><u>Service Coordinator</u> 10 of 10 records, or 100%, met the requirements of this standard.</p> <p><u>Service Provider</u> 10 of 10 records, or 100%, met the requirement of this standard.</p>		

Early Start Record Review Report

Early Start Regulations	Review Results	Comments	Items of non-compliance from revised report dated: October 26, 2007
<p>15. Periodic Review</p> <ul style="list-style-type: none"> Documentation of each periodic review of the IFSP by the service coordinator shall include: <ul style="list-style-type: none"> ➤ All modifications or revisions necessary were documented in the periodic or annual review. <p>17 CCR 52102(c)(2) 34 CFR 303.342(b)(1)(ii)</p>	<p><u>Periodic Review</u> <u>10</u> of <u>10</u> records, or <u>100</u>%, met the requirements of this standard.</p> <p><u>Annual IFSP</u> <u>10</u> of <u>10</u> records, or approximately <u>100</u>%, met the requirements of this standard.</p>		
<p>16. IFSP with Transition Steps</p> <ul style="list-style-type: none"> Provide information about community resources such as Head Start, Child Development Preschools, private or public preschool, for a toddler who will not be eligible for special education services after thirty six months of age. <p>17 CCR 52112(c)(2) 34 CFR 303.148(b)(2)(ii) 34 CFR 303.344(h)(1)(2)</p>	<p><u>15</u> of <u>15</u> records, or <u>100</u>%, met the requirements of this standard.</p>		
<p>17. IFSP with Transition Steps</p>	<p><u>15</u> of <u>15</u> records, or <u>100</u>%, met the</p>		

Early Start Record Review Report

Early Start Regulations	Review Results	Comments	Items of non-compliance from revised report dated: October 26, 2007
<p>Each LEA shall participate in the transition planning for toddlers served under the Early Intervention Service Act, who may be eligible for preschool programs under Part B of the IDEA.</p> <p>17 CCR 52112(a) 34 CFR 303.148(b)(2)(i)</p>	<p>requirements of this standard.</p>		
<ul style="list-style-type: none"> If a toddler is older than two years and six months on the date of the initial IFSP, the IFSP shall include steps to ensure transition to Special Education Services under Part B of the IDEA or other services that may be appropriate. <p>17 CCR 52112(e) 34 CFR 303.344(h)(2)</p>	<p>3 of 3 records, or 100%, met the requirements of this standard.</p>		
<p>The following items were found to be between 85% - 99% in compliance with state and federal regulation. In these instances the RC should determine if the finding is an anomaly or whether corrective action is required and provide the appropriate information to DDS in its Plan of Corrective Action. DDS has concerns that the items under 90% are at risk for falling out of compliance. DDS will be looking closely at these items at the next review.</p>			

Early Start Record Review Report

Early Start Regulations	Review Results	Comments	Items of non-compliance from revised report dated: October 26, 2007
<p>1. Initial Referral</p> <ul style="list-style-type: none"> Written parental consent shall be obtained before personally identifiable information is disclosed in writing or orally to anyone other than authorized employees specified by the RC or LEA. <p>17 CCR 52169 34 CFR 303.460</p>	<p><u>27</u> of <u>28</u> records, or approximately <u>96</u>%, met the requirements of this standard.</p>	<p>Foster parent signed</p>	
<ul style="list-style-type: none"> The service coordinator shall obtain written parental consent before: <ul style="list-style-type: none"> ➤ The initial evaluation and assessment of an infant or toddler is conducted. <p>17 CCR 52162(a)(1) 34 CFR 303.404(a)</p>	<p><u>27</u> of <u>28</u> records, or approximately <u>96</u>%, met the requirements of this standard.</p>	<p>Foster parent signed</p>	
<p>2. IFSP Requirements</p> <ul style="list-style-type: none"> Each initial IFSP meeting and each annual IFSP meeting shall include the following participants: <ul style="list-style-type: none"> ➤ The parent of the infant or toddler. 	<p><u>Initial IFSP</u> <u>27</u> of <u>28</u> records, or approximately <u>96</u>%, met the requirements of this standard.</p> <p><u>Annual IFSP</u> <u>9</u> of <u>10</u> records, or <u>90</u>%, met the</p>	<p><u>Initial IFSP</u> Foster parent participated</p> <p><u>Annual IFSP</u> Foster parent</p>	

Early Start Record Review Report

Early Start Regulations	Review Results	Comments	Items of non-compliance from revised report dated: October 26, 2007
17 CCR 52104(a)(1) 34 CFR 303.343(a)(1)(i)	requirements of this standard.	participated	
3. Content of the IFSP <ul style="list-style-type: none"> Statements of the specific early intervention services necessary to meet the unique needs of the infant or toddler and the family to achieve the outcomes including: <ul style="list-style-type: none"> The frequency, intensity, and method of delivering the services. 17 CCR 52106(b)(6)(A) 34 CFR 303.344(d)(1)(i)	<u>24</u> of <u>28</u> records, or approximately <u>86%</u> , met the requirements of this standard.		
<ul style="list-style-type: none"> The location where the services will be delivered. 17 CCR 52106(b)(6)(B) 34 CFR 303.344(f)(2)	<u>27</u> of <u>28</u> records, or approximately <u>96%</u> , met the requirements of this standard.		
4. Designation of Services on the IFSP Each service on the IFSP is designated as one of the following: <ul style="list-style-type: none"> A required early intervention service. These services shall be provided, purchased or arranged by the RC or LEA; or 	<u>26</u> of <u>28</u> records, or approximately <u>93%</u> , met the requirements of this standard.		

Early Start Record Review Report

Early Start Regulations	Review Results	Comments	Items of non-compliance from revised report dated: October 26, 2007
<ul style="list-style-type: none"> Other public programs providing services that may benefit the infant, toddler and/or family which the eligible infant or toddler or his or her family may be eligible to receive, subject to the statutory, regulatory and other program criteria of those programs or agencies. <p>17 CCR 52108(a)(1)(2)(3) 34 CFR 303.522</p>			
<p>5. Periodic Review</p> <ul style="list-style-type: none"> Each periodic review of the IFSP shall include: <ul style="list-style-type: none"> ➤ The parent; ➤ The service coordinator; ➤ Service providers as appropriate. <p>17 CCR 52104(d)(1)(2)(3) 34 CFR 303.343(b)</p>	<p><u>Parent</u> 9 of 10 records, or approximately 90%, met the requirements of this standard.</p>	<p><u>Parent</u> Foster Parent participated</p>	
<ul style="list-style-type: none"> Documentation of each periodic review of the IFSP by the service coordinator shall include: <ul style="list-style-type: none"> ➤ The degree to which progress toward achieving outcome is being made. <p>17 CCR 52102(c)(1)</p>	<p><u>Periodic Review</u> 9 of 10 records, or 90%, met the requirements of this standard.</p>	<p><u>Periodic Review</u></p>	

Early Start Record Review Report

Early Start Regulations	Review Results	Comments	Items of non-compliance from revised report dated: October 26, 2007
34 CFR 303.342(b)(1)(i)			
<p>6. Transition Preparation The service coordinator, six months before the third birthday of the toddler receiving early intervention services, shall:</p> <ul style="list-style-type: none"> Notify the parent of the toddler who may be eligible for special education and related services under Part B of the IDEA that transition planning will occur within the next three to six months. <p>17 CCR 52112(b)(1) 34 CFR 303.148(a)</p>	<p><u>16</u> of <u>17</u> records, or approximately <u>94</u>%, met the requirements of this standard.</p>	<p><u>Transition Not Completed</u></p>	
<ul style="list-style-type: none"> Notify the LEA where the toddler resides that there will be an IFSP meeting requiring the attendance of an LEA representative pursuant to 34 CFR 300.132, before the toddler is two years nine months, or at the discretion of all parties, up to six months 	<p><u>16</u> of <u>17</u> records, or approximately <u>94</u>%, met the requirements of this standard.</p>	<p><u>Transition Not Completed</u></p>	

Early Start Record Review Report

Early Start Regulations	Review Results	Comments	Items of non-compliance from revised report dated: October 26, 2007
<p>before the toddler turns three years old to specify the transition steps necessary for movement into services under Part B of the IDEA.</p> <p>17 CCR 52112(b)(2) 34 CFR 303.148(b)(1)</p>			
<p>7. IFSP with Transition Steps</p> <ul style="list-style-type: none"> Identify needed assessments to determine RC and special education eligibility and determining the RC or LEA responsible and time lines for completing the needed assessments; <p>17 CCR 52112(d)(2) 34 CFR 303.148(b)(4)(c)</p>	<p><u>13</u> of <u>15</u> records, or approximately <u>87%</u>, met the requirements of this standard.</p>		
<p>➤ Statements of the steps necessary to ensure that the referral to an LEA is received by the LEA in a timely manner to ensure that assessments required under the provision of Part B of the IDEA are completed and an Individualized</p>	<p><u>14</u> of <u>15</u> records, or approximately <u>93%</u>, met the requirements of this standard.</p>		

Early Start Record Review Report

Early Start Regulations	Review Results	Comments	Items of non-compliance from revised report dated: October 26, 2007
<p>Education Plan (IEP) is implemented by the toddler's third birthday;</p> <p>17 CCR 52112(d)(3) 34 CFR 303.344(h)(2)</p>			
<ul style="list-style-type: none"> Identification of the people responsible for convening an IEP and final IFSP meeting, and the person responsible for convening an Individual Program Plan meeting, if necessary, for a toddler by age three. <p>17 CCR 52112(d)(5) 34 CFR 303.148 34 CFR 303.344(h)(2)</p>	<p>14 of 15 records, or approximately 93%, met the requirements of this standard.</p>		
<p>The following items were found to be below 85% in compliance with state and federal regulation. These items are considered to be findings and concerns of DDS for your regional center. The RC is required to provide a Plan of Corrective Action to DDS to address these findings. The plan should provide the appropriate information as to how the RC will correct the item of non-compliance within 365 days.</p>			
<p>1. Exceptional Circumstances In the event of exceptional circumstances which make it impossible to complete the initial evaluation and assessment for eligibility within 45 days of receiving a referral, the service coordinator shall:</p>	<p>2 of 28 records contained documented exceptional circumstances.</p> <p>1 of 2 records, or 50%, met the requirements of this standard.</p>	<p>Record did not address an alternative timeline for completing initial evaluation, assessment and IFSP.</p>	

Early Start Record Review Report

Early Start Regulations	Review Results	Comments	Items of non-compliance from revised report dated: October 26, 2007
<ul style="list-style-type: none"> Document the exceptional circumstances in the child's record; Inform the parents of the reasons for the delay; Inform the parent of an alternative time line which includes a specific date for completing the evaluation as soon as possible; and, Document that the parent has been informed and is in agreement with the reasons documented for the extension beyond 45 days. <p>17 CCR 52086(b) 34 CFR 303.322</p>			
<p>2. Surrogate Parent RCs or LEAs shall assign an individual to act as a surrogate parent if:</p> <ul style="list-style-type: none"> No parent can be identified; The infant or toddler is a dependent of the juvenile court and the parental rights of the parent have been limited by the court or relinquished; or The parent cannot be located, after reasonable efforts by the RC or LEA. 	<p>1 of 28 records contained documentation that the use of a surrogate parent was required.</p> <p>0 of 1 record, or 0%, met the requirements of this standard.</p>	<p>Record was a child under the care of the Child Welfare system. Information for who held educational rights was not found in the record. Foster parent signed all documents.</p>	

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Early Start Regulations	Review Results	Comments	Items of non-compliance from revised report dated: October 26, 2007
17 CCR 52175 34 CFR 303.406			
3. Initial Evaluation for Eligibility Determination <ul style="list-style-type: none"> The initial evaluation for eligibility for each infant or toddler shall be completed within 45 days of the date that the RC or LEA received the referral. 17 CCR 52086(a) 34 CFR 303.322(e)(1) 34 CFR 303.321(e)(2) 34 CFR 303.322(c)(3)(ii)	<u>8</u> of <u>28</u> records, or <u>29</u>%, met the requirements of this standard.	<u>Missing Hearing and Vision</u> <u>Missing All Domains</u>	
4. IFSP Requirements <ul style="list-style-type: none"> An initial IFSP shall be developed by the RC and/or LEA, for each eligible infant or toddler, who has been evaluated and assessed, within 45 days of the receipt, by the RC or LEA, of the oral or written referral. 17 CCR 52102(a) 34 CFR 303.342(a)	<u>11</u> of <u>28</u> records, or approximately <u>39</u>%, met the requirements of this standard.		This item reflects a slippage from 87% to 39%. This item remains out of compliance and needs to be cleared by WRC.
5. Notice of IFSP Meeting <ul style="list-style-type: none"> Meeting arrangements shall be made with, and written 	<u>Initial IFSP</u> <u>16</u> of <u>28</u> records, or approximately <u>57</u>%, met the requirements of this	<u>Initial IFSP</u>	<u>Initial IFSP</u> This item reflects an improvement from 30% to

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Early Start Regulations	Review Results	Comments	Items of non-compliance from revised report dated: October 26, 2007
<p>notice provided to, the parent and other members of the multidisciplinary team in a timely manner to ensure attendance at the IFSP meeting pursuant to general notice requirements.</p> <p>17 CCR 52102(h) 34 CFR 303.342(d)(2) 34 CFR 303.403(a)</p>	<p>standard.</p> <p><u>Periodic Review</u> 8 of 13 records, or 62%, met the requirements of this standard.</p> <p><u>Annual IFSP</u> 5 of 10 records, or 50%, met the requirements of this standard.</p>	<p><u>Periodic Review</u></p> <p><u>Annual IFSP</u></p>	<p>57%. Training was held for Early Start Service and Intake Coordinators on September 13, 2007 addressing this item. This item remains out of compliance and needs to be cleared by WRC.</p>
<p>6. IFSP Requirements The IFSP shall include a statement, based on evaluation and assessment information, of the infant's or toddler's present levels of: (A) Physical development including fine and gross motor development, vision hearing, and health status; (B) Cognitive development; (C) Communication development; (D) Social or emotional development; and (E) Adaptive development.</p> <p>17 CCR 52106(b)(2) 34 CFR 303.344(a)(1)</p>	<p>10 of 28 records, or approximately 36%, met the requirements of this standard.</p>	<p><u>Missing Vision Only</u></p> <p><u>Missing Vision and Hearing</u></p>	<p>This item reflects a slippage from 96% to 36%. WRC began providing parents with vision/hearing and dental screening forms at intake, and during IFSP meetings. WRC also provided vision and hearing screening on new equipment in-house.</p> <p>This item remains out of compliance and needs to be cleared by WRC.</p>
<p>7. Content of IFSP</p>	<p>23 of 28 records, or approximately</p>		

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Early Start Regulations	Review Results	Comments	Items of non-compliance from revised report dated: October 26, 2007
<ul style="list-style-type: none"> The statements of location shall specify the natural environments such as home, child care, school programs, or private program where early intervention services shall be provided. <ul style="list-style-type: none"> ➤ The statement shall include a justification of the extent, if any, to which the services will not be provided in a natural environment. <p>17 CCR 52106(b)(6)(B)(2) 34 CFR 303.344(d)(1)(ii)</p>	<p>82%, met the requirements of this standard.</p>		
<p>8. Periodic Review</p> <ul style="list-style-type: none"> A periodic review of the IFSP for an infant or toddler and the infant's or toddler's family shall be conducted every six months, or more frequently if service needs change, or if the parent requests such a review. <p>17 CCR 52102(b) 34 CFR 303.342(b)(1)</p>	<p><u>7</u> of <u>13</u> records, or approximately 54%, met the requirements of this standard.</p>	<p><u>Not Timely</u> <u>Not Completed</u></p>	
<ul style="list-style-type: none"> Documentation of each periodic review of the IFSP 	<p><u>Annual IFSP</u> 8 of 10 records, or 80%, met the</p>	<p><u>Annual IFSP</u></p>	

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Early Start Regulations	Review Results	Comments	Items of non-compliance from revised report dated: October 26, 2007
<p>by the service coordinator shall include:</p> <ul style="list-style-type: none"> ➤ The degree to which progress toward achieving outcome is being made. <p>17 CCR 52102(c)(1) 34 CFR 303.342(b)(1)(i)</p>	<p>requirements of this standard.</p>		
<p>9. Annual Review An annual meeting to review the IFSP shall be conducted to document the infant's or toddler's progress and revise its provisions and shall include team members as specified in the California Code of Regulations (CCR), Title 17, Section 52104 of these regulations.</p> <p>17 CCR 52102(e) 34 CFR 303.342(c)</p>	<p><u>8</u> of <u>10</u> records, or <u>80</u>%, met the requirements of this standard.</p>	<p><u>Not Timely</u></p>	
<p>10. IFSP with Transition Steps For toddlers with an IFSP, the transition steps contained in the IFSP shall occur at two years nine months or earlier.</p> <p>17 CCR 52112(c) 34 CFR 303.148(b)(2)(i)</p>	<p><u>14</u> of <u>17</u> records, or approximately <u>82</u>%, met the requirements of this standard.</p>	<p><u>Did Not Occur</u></p> <p><u>Transition Occurred at 2 Years, 10 Months</u></p>	

Early Start Record Review Report

Early Start Regulations	Review Results	Comments	Items of non-compliance from revised report dated: October 26, 2007
<ul style="list-style-type: none"> Steps to prepare the toddler for changes in service delivery, including steps to help the toddler adjust to, and function in, a new setting. 17 CCR 52112(c)(1)(B) 34 CFR 303.344(h)(1)(2)	12 of 15 records, or 80% , met the requirements of this standard.		
11. IFSP with Transition Steps <ul style="list-style-type: none"> ➤ With parental consent, the transmission of information about the toddler to the LEA including evaluation and assessment information and copies of IFSP's that have been developed and implemented. 17 CCR 52112(d)(1) 34 CFR 303.344(h)(2)(iii)	10 of 15 records, or approximately 67% , met the requirements of this standard.		